

16.130 NONSWORN EMPLOYEES' DAILY TIME FORMS

Definitions:

The following nonsworn Police Division employees are exempt per the Fair Labor Standards Act (FLSA):

- Administrative Secretary
- Administrative Technician
- Administrative Assistant 1
- Administrative Assistant 2
- Administrative Assistant 3
- Accountant 2
- Accountant 3
- Police Criminalist
- Senior Police Criminalist
- Supervisor of Telecommunications Dispatch Services

All other nonsworn Police Division employees are nonexempt per FLSA.

Purpose:

Ensure compliance with FLSA as mandated by Federal Statute.

Enhance accurate recording of Police Division employees' daily work hours.

Procedure:

A. Completing a Cincinnati Police Division Weekly Time Report (Form 202):

1. Exempt nonsworn Police Division employees will complete a Form 202 every week.
 - a. Enter the duty hours (starting and quitting time) daily.
 - 1) This time will include regular duty hours plus lunch period, if applicable.
 - a) If required to take a lunch period, enter the length of time in the "Lunch" space.
 - b. When working overtime, enter the actual overtime hours worked in the "Overtime" space.

- c. When taking time off, enter the number of hours, type of time, and duty hours taken off in the "Time Off" space.
 - d. Mark "off days."
 - e. Initial and submit the Form 202 to your immediate supervisor at the end of each week for review and filing.
2. Exempt nonsworn employees are not required to complete a Form 202 if they are not permitted to leave their work assignment for a lunch break and their time is accounted for on a daily lineup; e.g., Communications.
- B. Completing a Nonsworn Employee's Daily Time Report (Form 434):
- 1. All nonexempt nonsworn Police Division employees will complete a Form 434 every week.
 - a. Enter the starting and quitting time daily.
 - 1) This time will include regular duty hours plus lunch period, if applicable.
 - a) If required to take a lunch period, enter the time in the "Lunch Period" block.
 - 1] Nonexempt nonsworn employees not permitted to leave their work assignment for a lunch break will "X" out the "Lunch Period" block.
 - b. When working overtime, enter the actual overtime hours worked in the "Overtime Hours" block.
 - c. When taking time off, enter the number of hours and type of time taken off in the "Hours Taken Off" block.
 - d. Mark "off days."
 - e. Sign and submit the Form 434 to your immediate supervisor at the end of each week.

- 1) After completing the four weeks on the Form 434, submit it through the chain of command to the unit commander for review and filing.
 2. Nonexempt nonsworn employees are not required to complete a Form 434 if they are not permitted to leave their work assignment for a lunch break and their time is accounted for on a daily lineup; e.g., Communications.
- C. Responsibilities of the Immediate Supervisor:
1. The employee's immediate supervisor will review the Forms 202 and 434 daily and sign them at the end of each week.
 - a. An employee's immediate supervisor may keep the Forms 202 and 434 during the work period, but the employee must complete it daily.
- D. Inspection of Time Reports:
1. The Inspections Section will conduct random inspections of the records keeping process.

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